

Now *Hiring*

Join us in providing top quality, cost-effective city services that enhance the lives of all who live, work and play in our great community.

Part-time Administrative Assistant

Communications Department

\$12 - \$15 an hour/First review of applications Aug. 1

Want to be a part of a high-performing team committed to excellence and passionate about serving the community? Enjoy working in a fast-paced, creative environment that values new ideas?

The City of Carlsbad has an immediate opening for an administrative assistant within its Communications Department. This position will support all functions of city communication, including communication and marketing of city programs and services through newsletters and flyers, media and digital communication, special event promotion, and other public information duties.

The administrative assistant is an hourly/part-time position, anticipated to work approximately 20 hours a week. Hourly positions are not benefitted, and cannot exceed 1,000 total hours worked within one fiscal year.

Are we a good match?

The successful candidate will have a can-do attitude and bring the following traits and abilities to this job:

- Enjoys being at the center of a dynamic, busy department
- Ability to multitask and manage multiple deadlines
- Advanced proficiency in Microsoft Office
- Attention to detail
- Likes to be organized
- Excellent proofreading skills
- Top notch customer service
- Thinks it's fun finding new ways to increase efficiency
- Happy doing clerical work



How to apply

Interested candidates can apply for this position at www.carlsbadca.gov/hr. For more information:

City of Carlsbad
Human Resources Department
1635 Faraday Ave.
Carlsbad, CA 92008
Phone: 760-602-2440 • Fax: 760-602-8554
Email: hr@carlsbadca.gov

Supplemental questions

As part of the application process, candidates will be asked to submit answers to the following questions:

1. Describe your experience providing customer service to multiple clients/customers.
2. What is your proficiency level with Microsoft Office programs? Describe a project you completed that demonstrates your ability to use these programs.
3. Why is this job appealing to you?
4. The preferred work schedule for this position is Monday through Friday, four hours a day. Please describe any restrictions or limitations you may have with this.

About Carlsbad

Carlsbad, Calif., is ideally situated in north San Diego County where a great climate, beautiful beaches and lagoons, and abundant natural open space combine with world class resorts, family attractions, well-planned neighborhoods, excellent schools and a charming village atmosphere to create the ideal California experience. Covering nearly 42-square miles, the City of Carlsbad is approaching build out and is currently home to nearly 106,000 residents. Thanks to an award-winning growth management plan, the city features infrastructure and services that keep pace with development and promote an excellent quality of life. Fully 40 percent of the city has been set aside as permanent open space.



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